

SAMS I.Q. # 008

Issued: October 3, 2008

Question #24 :

Do I invoice NSIP the same way that I did prior to SAMS?

Answer:

No, there are two issues here. One, under the new regulations for AAA, NSIP is based on consumers that are in fact NSIP eligible vs. the old method of assuming all persons receiving a meal are NSIP. Second, in SAMS, NSIP service delivery is entered as a group service delivery by calendar month. Fortunately, SAMS has a report that will tell you how many consumers and meals were served to NSIP eligible persons during the calendar month. NSIP eligible status is based upon the NSIP Meals Eligible status in the consumer details characteristics.

Question #25 :

Can you outline for me how to get the SAMS NSIP Meals Report and what I do with it?

Answer:

Answer #25 Part I - General

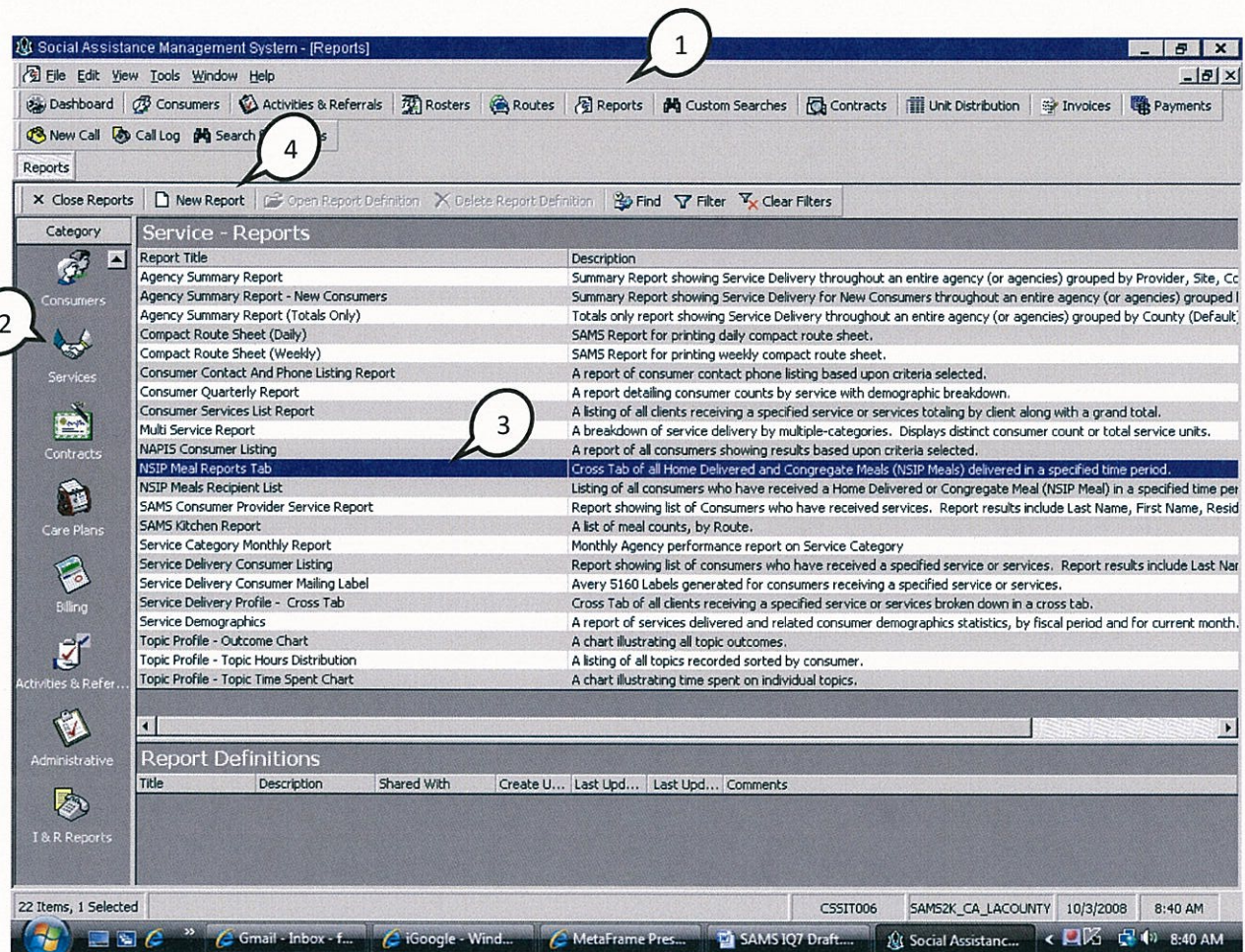
Yes, Although the instructions below initially look complicated they are really easy, if you take this one step at a time. In outline form, here is what you will do;

- Go to SAMS Reports
- Select Service Reports – NSIP Meals Report Tab
- Complete Report parameters and print
- Enter the report data via a Consumer Group Service Delivery
- NSIP will now print on invoice as a Service Delivery

Answer #25 Part II - Detailed

NSIP Meal Report Tab Report

1. From the SAMS Main Menu select **Reports**.
2. From the SAMS Navigation Menu (on left) select **Services**.
3. Highlight the report **NSIP Meal Report Tab**. This report will give you a summary of all NSIP Meals delivered within a specified time period.



4. Select **New Report** from the report options menu bar.

5. For the Report Title use your provider name, followed by "NSIP Meals for" then add the month and year the report is for. In this example YWCA NSIP Meals for July 2008. The NSIP report must be run for each month individually, it can never be a multiple month report as the service delivery is a consumer group service entered by month.

Report Title: YWCA NSIP Meals for July 2008

Comments:

Description:

Report

Print Parameters: No

Select Row: Provider

Report Header

Subtitle:

Report Comments:

Report Security Access

Shared With: Agency

Organization: Los Angeles County AAA

Modifications Allowed: (All)

Consumer Status

NSIP Eligible Status: Yes

Eligibility Type: (Any)

Reimbursement Rate

Enter the Rate: \$0.00

Service Delivery

Service Start Date (on or after): 07/01/2008

Service End Date (on or before): 07/31/2008

Agency: Los Angeles County AAA

Provider: YWCA of San Gabriel Valley

Provider Role: (Any)

Subprovider: (Any)

Care Program/Services: (Any)

Place of Service: (Any)

Fund Identifier: (Any)

Site: (Any)

Caregiver: (Any)

Advanced Filters

Select Fund Identifier

Inc?	Description
<input type="checkbox"/>	AB 764 Linkages County
<input type="checkbox"/>	CBSP AB2800 Linkages
<input type="checkbox"/>	CBSP ADCRC
<input type="checkbox"/>	CBSP Respite
<input type="checkbox"/>	III-B
<input type="checkbox"/>	III-B and VII-A Ombudsman
<input checked="" type="checkbox"/>	III-C1
<input checked="" type="checkbox"/>	III-C2
<input type="checkbox"/>	III-D
<input type="checkbox"/>	III-E
<input type="checkbox"/>	NSIP
<input type="checkbox"/>	Special Deposit Ombudsman
<input type="checkbox"/>	VII-B

6. Select **Los Angeles County AAA** for the organization.
7. Under Consumer Status, select NSIP Eligible Status of **Yes**.
8. Under Service Delivery:
 - a. **Service Start Date** is the beginning of the month, example 07/01/2008
 - b. **Service End Date** is the end of the month, example 07/31/2008.
 - c. Agency is **Los Angeles County AAA**.
 - d. Provider , enter **your provider name**, example YWCA of San Gabriel Valley.

- e. Fund Identifier, select both **III-C1** and **III-C2** and then click the **OK** button.
9. You can now select **Print Preview** from the menu bar, and if it looks okay then select **Print Report**. You will note that the report does not put dollar amounts on the report, because we selected two fund identifiers, the rates will be correctly recorded during step 10 below for recording the NSIP data as service deliveries.
10. The report format can be saved and used the next month, you would simply recall the report from the "Report Definitions" (bottom of the split window) after selecting NSIP Meals Report Tab. Go in and change the title to the correct month, change the start and end date to be the current month, preview and print.
11. To get the NSIP Service Delivery on your invoice;
 - a. Create two **Consumer Groups** one for NSIP Congregate and a second for NSIP Home Delivered Meals.
 - b. Add the **Service Delivery** count from the report for each of the two consumer groups. The correct rate will be placed on the invoice when service deliveries are recorded.
 - c. When you select your services for your invoice NSIP will now show on your invoice as a service delivery specifically for NSIP Congregate and NSIP Home Delivered Meals.
12. For the first SAMS Invoice period of July – September 2008, you will print and three (3) NSIP Meal Report Tab reports, one for each month, July, August and September. If you are not fully caught up on service delivery data entry you may want to delay "claiming" the NSIP until the meals are all entered for the month in question. Example: lets say that you have completed all of the services data entry for July 2008 and are pretty sure that you have captured all of the service deliveries for August, but for September you only have one week of services entered.

Remember you can only claim NSIP for a calendar month one time. Considering the one claim for a month, you should complete the NSIP report and service delivery for July and August as separate reports and put those service deliveries in SAMS. Recommend delay in claiming the September NSIP meals until you complete the entry of services with the next month invoice. SAMS will pick up all service deliveries for September. So with this example you would have NSIP claim for July and August with regular services for July, August and part of September on October 10th invoice. The November 10th invoice would include regular services for part of September and all of October. NSIP would be included for all of September NSIP eligible meals and all of October NSIP eligible meals.

You cannot claim the NSIP for September (or any month) in two parts in different months. NSIP unlike other SAMS services is a one-time claim per service month. NSIP is calculated from services in SAMS at the time the report is run. **Clarifying again, regular meal services can be added and will show on an invoice in the future and be paid, NSIP can only be claimed and invoiced one time for the calendar month, it is based on what is in SAMS at the time of the report.**